

8 August 1979

Classification Review Procedure

CRP 79-37

REF: RRP 78-22
CRP 78-38

Correct Recording of Document Number

1. Our ability to match duplicate documents in the DARE system is vital to maintaining consistent review action. As reviewers are aware, the correct and exact recording of information in the three matching fields (document number, title, and creation date) is basic to this ability, since the computer reads and matches everything exactly as recorded including dashes, spaces, commas, etc.

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2. An exception has been encountered, however, where document numbers are concerned -- the handwritten number. For example, the [] series uses dashes before and after the "A" and commas after every third number reading right to left:

[] In many cases where the number is written in rather than typed, the person recording the number on the record copy departed from established format by leaving out the punctuation. If these handwritten numbers were recorded in the DARE system exactly as they appear on the document, the computer would be unable to match the report with a correctly typed, disseminated copy found in another file.

3. Therefore, if reviewers find that some document numbers in a record group are handwritten, they should consult the branch chief whose files are under review for the correct document number format before completing Form 4023A.

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Chief,
Classification Review Division

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